

# **PAROLE SERVICE ASSOCIATE**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** July 17-19, 2001

**Collective Bargaining Identification:** R06

**Job Analysis Conducted By:** Marian Dilley, Staff Service Manager I  
Fred Freeman, Staff Service Analyst

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position  
Report dated June 29, 2001, there are 21 incumbents in this  
classification.

**Subject Matter Expert(s):**

Sharon Rocco Parole Agent III, Parole and Community Services Division,  
Parole Headquarters

Jack Tanaka Parole Agent III, Parole and Community Services Division,  
Region IV

The above subject matter experts remained the same during the entire job analysis process.

**INFORMATION GATHERING**  
**PAROLE SERVICE ASSOCIATE**

The initial list of task statements and the initial list of knowledge, skills and abilities statements were identified after conducting a literature review which consisted of the following:

The State of California Personnel Board Class Specifications for Parole Service Associate  
(Revised 2/5/91)

Review of the Personnel Operations Class File

Job announcements

Experiences of the subject matter experts

Other information reviewed via Internet websites—State of Missouri Office of Personnel.